

MEMORANDUM FOR: ISOL PERSONNEL

SUBJECT: Information Systems Officers Leveler's (ISOL) Course In-processing Outline

1. Purpose. To provide an easy reference and timeline for in-processing ISOL students.
2. Applicability. This document is applicable to anyone responsible for in - processing an ISOL class.
3. General. In-processing for ISOL is conducted on the first day of the course and is designed to familiarize the students with the Regimental Officer Academy (ROA) and School of Information Technology (SIT). Agenda is as follows;

Friday, 08 JUN 2001

DAY ONE

a. Orderly Room personnel will post in-processing information at the following locations; 442nd Signal Battalion, Darling Hall Information Desk (in the event students arrive during the weekend), Greely Hall entrances, and Ring Hall Billeting.

b. ROA Welcome – CDR / 1SG, 791-4839, Greely Hall, room 229  
0800-0810 (10 min)

(1) Brief comments.

(2) Outline for the day.

c. B Company, 442<sup>nd</sup> Signal Battalion In-processing, Greely Hall,  
Room 231 0810-0900 (50 min), SSG Ryan, 791-5242/5943

(1) All students must have the following;

(a) At least 15 copies of orders and amendments

(b) DA Form 31

(2) All students will complete the following documents;

(a) FG Form 6690 Academics Records Data Sheet

(b) FG Form 6835-R Student Officer Information Sheet

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(c) DA Form 647 Personnel Register

(d) Security Clearance Form

d. Office Chief of Signal (OCOS) Briefing, Greely Hall, room 229  
0900-1000 (60 min), MAJ Makowski, 791-2267

(1) Briefing will cover current FA24/53 issues.

(2) Current Automation Trends.

e. Finance In-processing, Darling Hall, Room 188  
Mr. Street, 791-1511, SGT Hill, 791-1388  
(2.5 hrs), 1330-1530

Finance will send a representative to in-process students.  
Students must have all receipts available to complete the following:

(1) Travel Voucher

(2) BAH Recertification (bring marriage license/birth cert/ divorce decrees  
if applicable for enrollment, recertification).

(3) TLA / TLE Settlements

(4) DITY Move Settlements

f. MILPO In-processing, Darling Hall, room 188  
(60 min), 1530-1630, Mrs. Irby, 791-6430

All students will complete the following documents;

(1) Officer Records Brief (ORB). Students should have supporting  
documents for corrections, updates, and deletions.

(2) DD-93 Emergency Data Card

(3) SGLI Insurance Form

(4) Exceptional Family Member Program (EFMP) Form

(5) SIDPERS 3 Form

(6) Ft Gordon Form FG-43 Statement of Intent to Reenlist, Extend or  
Separate (\*only for NG/Resv Personnel)

(7) DD-214 Worksheet (\*only for NG/Resv Personnel)

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Monday, 11 JUN 2001  
DAY TWO

g. B Company, 442<sup>nd</sup> Signal Battalion – Weigh-in, 0630-0700 (30 min)  
SSG Norvell, 791-5943/5242

(1) Weigh in will be conducted at 0630, Greely Hall room 211.

(2) Uniform for weigh-in is the Army PT uniform (shorts, T-shirt, socks, running shoes) Students should also bring their BDUs if they desire not to return to their billets to change.

h. TRICARE, Health Benefits Advisor, (HBA) Brief  
0800-0900 (60 min), Darling Hall, Room 188 Mrs. Streetman, 560-3932

i. Telecommunications Systems Engineering Course (TSEC) Course  
Overview Briefing, Greely Hall, room 229, 1030-1130 (60 min),  
MAJ Carney, 791-3424

j. Current class leader brief to incoming students, Greely Hall, room 229,  
1330-1400 (30 min) MAJ Blair, 791-4604

k. School of Information Technology (SIT) Officers Training Division (OTD)  
Course Overview Briefing, Greely Hall, room 229, 1400-1500 (60 min), MAJ Polk,  
791-5803

4. POC is SFC De Leon, 791-7843 or [deleong@emh.gordon.army.mil](mailto:deleong@emh.gordon.army.mil)

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